



SEA CARD ACCOUNTABLE OFFICIAL (AO) TRAINING



OVERVIEW:

- SEA Card Description
- Authorized Purchases
- Use at DESC Contract Locations
- Use at Non-DESC Contract Locations
- Procedures for Use
- Ethics
- SEA Card AO Responsibilities
- Contacts





SEA CARD AO TRAINING



WHAT IS THE SEA CARD?

- “SEA” Card stands for Ships’ bunker Easy Acquisition Card
- Used at commercial marine ports worldwide to pay for ships’ propulsion fuel and ancillary charges such as demurrage and backhaul
- More than a “card” -- secure, web-based order, receipt, invoice system that provides a more efficient bunkers fuel procurement, and provides management reporting and auditability benefits
- 24/7 Real time order capability
- Current SEA Card contractor is Multi Service C (MSC) with BP Marine as their subcontractor
- Assigned to a vessel, not individual





SEA CARD AO TRAINING



WHAT CAN BE PURCHASED WITH THE SEA CARD?

- Centrally Paid by DESC
 - Bunker Fuel
- Billed to Vessel/Home Station
 - Backhaul; Demurrage; Overtime; any other charges incurred that are not fuel





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USE OF SEA CARD AT DESC BUNKER CONTRACT LOCATIONS

- Accepted at over 165 DESC Contract Port Locations Worldwide
- Standard prices applied for DoD at all DESC bunker contract locations
- When fully deployed, all DESC bunker contract locations will be required to the SEA Card Order Management System (SCOMS)
- DESC contract locations can be found at www.seacardsys.com





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PROCEDURES FOR SEA CARD USE

- Vessel logs into SEA Card Order Management System (SCOMS)
- Vessel's Ordering Officer selects port location
- Vessel's Ordering Officer completes fuel order
- Email is automatically sent to merchant to accept fuel order
- Fueling takes place; delivery receipt notice is signed by ordering officer





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PROCEDURES FOR SEA CARD USE (cont'd)

- Merchant enters DRN information into SCOMS
- Accountable Official receives an email to log into SCOMS and confirms delivery information
 - Accountable Official responsible for ensuring that receipt documentation accurately reflects the supplies/services rendered
 - Once receipt confirmed, order and receipt electronically "pinned" and sent for payment
- Ensure it is used only for authorized purchases





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ETHICAL RULES FOR DEALING WITH MERCHANT PORT LOCATIONS

- Executive Order 12731, "Principals of Ethical Conduct for Government Officers and Employees" identifies standards of conduct expected of aircrew members
- SEA Card users are considered government procurement officials
- Ordering fuel and supplies commits Government to purchase those items
- Shall not accept gratuities
- DESC bunker contracts contain a Gratuities clause
- Contractor offering a gratuity in order to obtain favorable treatment under a contract shall have the contract terminated and damages assessed





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ETHICAL RULES FOR DEALING WITH MERCHANT PORT LOCATIONS (cont'd)

- Government employees shall make no unauthorized promises or commitments
- Government employees shall avoid actions creating the appearance that they are violating the law or ethical standards in effect
- SEA Card users are subject to applicable disciplinary actions for misuse of the web based ordering system
- Report any suspected fraud, waste, improprieties, or offers of gratuities to 1-800-2-TOPOFF, #3





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General:

- Complete this SEA Card-specific AO Training (or equivalent Component-level training)
- Be appointed in writing and must be Military or Government Civilian personnel. Contractors shall not be appointed as an AO.





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Non-Fuel Purchases:

- Billed directly to unit, NOT DESC
- Review and approve charge in SCOMS
- Match charges to purchases annotated on Multi Service Corporation's Invoice





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Non-Fuel Purchases (Cont'd):

- Fuel purchases will be reflected on bill, but no \$\$ for the fuel purchase will be reflected (because, as previously noted, DESC pays fuel charges)

- Your applicable DFAS payment office funds to MSC, or a check can be mailed





SEA CARD AO TRAINING



Fuel Purchases:

- Billed directly to DESC
- DESC reconciles, DFAS pays contractor at actual purchase price
- DESC then MILSBILS acquiring unit at standard unit price (DoD & Coast Guard)





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Fuel Purchases (cont'd):

- **MILSBILS Responsibilities:**

- Per DoD 4000.25-7-M (March 2004), C3.3.1- Billed offices shall review all changes to ensure that items billed were ordered and that obligations are adjusted when appropriate

- Per DoD 7000.14 R (Financial Management Regulation), Volume 3, Chap 11, Section 110301 - It is DoD policy that a disbursement be matched to its corresponding detail-level obligation and be recorded as promptly as current systems and business practices reasonably permit





SEA CARD AO TRAINING



Contacts

- **Multi Service Corporation 24/7 SEA Card Support Team**
 - www.seacardsys.com Customer.support@seacardsys.com
 - 1-866-308-5475 collect +1913-451-2400 (International Inquiries)
- **Service Component Managers**
 - Navy - David Raup, DoN Consolidated Program Management Office 717-605-3033
 - Army - Charles Shipp, Army Petroleum Center, 703-767-0661
 - Coast Guard - Carol Taylor, CG Finance Center 757-366-65
- **DESC - SEA Card Program Manager, Ann Sielaty 703-767-0687**
Ann.Sielaty@dla.mil or seacard@dla.mil
- **Report any suspected fraud, waste or improprieties to 1-800-2-
TOPOFF, #3**

